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Records-6

Case File  
VM

MAY 14 1956

FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

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Mr. [REDACTED] Assistant Director,  
Research and Reports  
Chief, Management Staff

ORR and the Vital Materials Repository - Your Memorandum  
of 30 March

Thank you for the opportunity to review Mr. [REDACTED]'s  
staff study on "Vital Materials and ORR". Our comments are  
attached. If we can be of any assistance in implementing  
the recommendations, please don't hesitate to call Mr.  
[REDACTED], Chief of our Records Management Staff.

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[REDACTED]

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ATTACHMENTS:

RMS comments on ORR Staff Study  
on Vital Materials and ORR

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MgtS/RMS [REDACTED] pat (5/9/56)

*[Handwritten signature]*  
5/14/56

Memorandum, 28 Mar 56, to Ass't Director, ORR, from: [REDACTED]

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- "2. DISCUSSION - Except for the location of the V.M.R. it would be most useful to brief personnel to at least Branch Chief level into the mission and functions of the V.M.R. (There appears to be some confusion between the use of the Records Center and the mission of V.M.R.)."

COMMENT:

We have periodically conducted training programs and trips to the Repository to familiarize responsible persons in all offices as to the mission of the Vital Materials Program and the facilities available for emergency operation. We will be glad to extend this service to any additional personnel that you care to designate.

- "3.(c) - A training course as shown in Appendix "B" would I am sure make the selected emergency personnel more efficient at V.M.R. Many of those who have been selected have been too long in supervisory positions and have no good knowledge of the tools of research."

COMMENT:

This office is in agreement with the idea of a training course for selected emergency personnel and would like to have included on the program information regarding the VM responsibilities of the Management Staff and repository personnel. Further, it is felt that any course involving IBM and Microfilm techniques at the repository should include members of the Management Staff who are familiar with the problems and limitations of the operations and equipment at the repository.

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- "3.(e) - I have requested that [REDACTED], Equipment expert of OCR make a survey and report on the types of equipment that should be there for emergencies. There are obvious shortcomings such as lack of modern photo reproduction equipment, electric typewriters for the making of Multilith Mats and IBM equipment. I recommend that ORR endorse Mr. [REDACTED]'s report and follow through to make sure that it is made available."

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COMMENT:

The Printing Services Division, Office of Logistics, and the Management Staff have over-all Agency responsibility in these areas and are in the best position to determine these needs currently and make appropriate proposals. A survey report on reproduction facilities was made some time ago, and review of the IBM requirements is in process.

Memorandum, 28 Mar 56 - (cont'd)

- "3.(f) Each Area of ORR to have someone designated as V.M. Officer in addition to their other duties and make it a practice to periodically follow up with the Divisions and Branches, not only to make sure that material is being deposited but also to weed out obsolete material."

COMMENT:

This recommendation should provide for the designation of a Vital Materials Officer who would have overall ORR responsibility. Also, there should be a specific recommendation requiring the preparation of a VM schedule and for a continuing review of the schedule to assure that it accurately reflects current emergency needs and that the deposits are being made in accordance with your plans.

"Appendix A - STATUS OF VITAL MATERIALS OF USE TO ORR

Par. 10 - OCR have microfilmed the Graphics Register up through 1954. Nothing has been done on this register since that time. As I see it, it would involve microfilming the entire Graphics Register all over again because since 1954 no attempt has been made to separate the more recently acquired material."

COMMENT:

This deficiency has been discussed with members of OCR, but they felt that refilming would have to wait until the conversion of the file from 8 x 10 photos had been completed. Mr. [REDACTED] are surveying the situation to determine the best method for providing complete coverage and also a system to film accretions currently.

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"Par. 13 - The Library material which is intellofaxed is also at VWR and filed under the Library Code. All new "Take" of OCR is microfilmed daily and sent to VWR."

COMMENT:

The only intellofaxed material at the repository is that filmed by OCR since the fall of 1954.

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Memorandum, 23 Mar 56 - (cont'd)

COMMENT:

This should be corrected with the implementation of recommendation 3(d) of memo dated 28 Mar.; the establishment of deposit schedules; and the review of the annual Vital Materials Inventory.